The Arizona Migrant Education Portal Users Guide

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<u>Welcome to the Migrant Education Portal!</u>

This web portal is designed to make the Arizona Migrant Education Program [MEP] available to the public in an effort to facilitate services for our Migratory families.

1. MEP Portal User Roles

The MEP web Portal categorizes users into four roles with diverse functionality. The ADE MEP unit assigns user roles.

MEP Portal Role	ADEConnect Role Access (Isolation Level)	Purpose
Migrant Student: ADE Admin	▸ State	▸ Access to view and edit ALL forms for any of the Districts and Schools ▸ Edit ability to Fill the Student details as well as modify the services requested by child ▸ Not able to Print the Transfer document until a Migrant Student: School Signer has approved
Migrant Student: LEA User	▸ LEA (District)	▸ District level access to view/edit all requests for services for schools within their district as noted in Enterprise
Migrant Student: School User	▸ School	▸ Only access to the list of requests based on the school the user is logged in as (Good for Recruiters) ▸ User can view/edit requests as well as submit requests on behalf of a requestor who comes into the office
Migrant Student: School Signer	▸ School	▸ Only access to the list of requests based on the school the user is logged in as ▸ User can view/edit requests as well as submit requests on behalf of a requestor who comes into the office ▸ This user will have access to sign the applications submitted by School user role (Also signs the Transfer Documents)

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2. Functionality of website:

The navigation bar allows users to interact with the page based on their specific needs. This domain entails a different view depending on the user. The toolbar icons change depending on the user type to allow of appropriate access:

General Public View

Home		Services Available		Help

LEA and School Level Users (Public Tabs + 2 Additional Tabs)

Home		Services Available		Help	Migrant Program Status List	ADEConnect

Note: LEA will also see the details for students assigned within their related schools. School users will only see students selected from their school. ADE Admin (State Level) users will see all the students at all schools.

If you have any questions about your user type, please contact the ADE State MEP Office. http://www.azed.gov/populations-projects/migrant-program/

Home Page: The home page welcomes the general public and provides a brief overview of the program.

Services available:

A highly useful area of the portal is located on this page as members of the public are able to solicit information specific to their needs. On this page users are able to make many quests such as

- ‣ Request a Transfer Document
- ‣ Schedule a visit from a recruiter
- ‣ Enter preliminary information for consideration into MEP services

Services Available

Migrant Education Program (MEP) was created to provide supplemental services

Tutoring/ Summer Programs

Clothing/School Supplies

Vision, Hearing and Dental

Assistance earning High School credits

Free school lunch program

Request Services for each Child

Transfer Support

Request Transfer Document ☐

The Transfer Document For Binational Migrant Student, gives official recognition
school system (ie grades 1-9).

Services Needed

If you are in need of medical, educational, or nutritional support, the MEP may be

☐ Food
☐ General Clothing
☐ School Uniforms
☐ Social Services
☐ Education Assistance
☐ Medical Services
☐ Safety
☐ Economic
☐ Other

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3. Requests for Services

Provide details of why a person needs to request services through the site. Remind the field they can submit the request on behalf of the parent or guardian.

Process

Step 1: Initial request for services is made

Step 2: Depending on location type, requests are received by MEP staff at various levels:
- ‣ School
- ‣ LEA
- ‣ ADE

- ‣ School view

- ‣ LEA (middle)

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‣ ADE Admin (bottom)

1. Flow of information:

Initial requests for services will be received by ADE Portal Administrator and notifications will filter to the LEAs. The LEAs will then notify their MEP Portal Administrator and coordinate services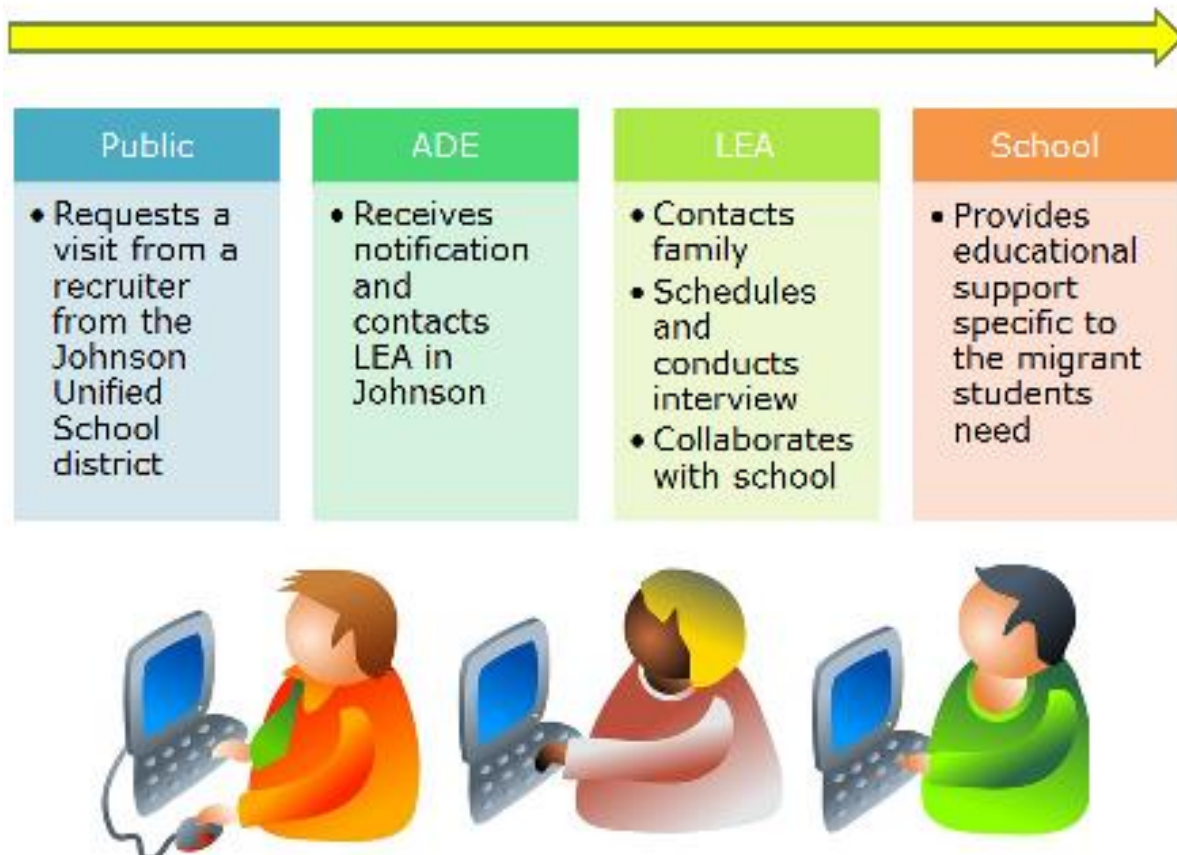 at the school level. At any point the ADE may be involved to provide technical assistance to the public or LEA with inquires.
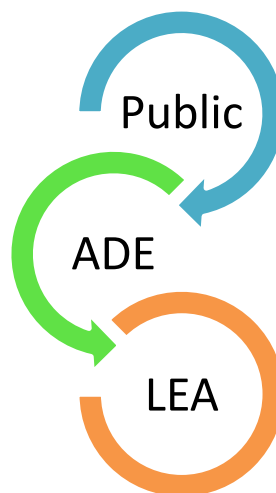
Example:

4. Transfer Document

1. Background:

An Overview of the Binational Migrant Education Initiative

As the number of Mexican nationals maintaining households in both Mexico and the United States continues to increase, creative efforts are being sought to promote continuity of education for children and to foster cultural understanding. The Binational Migrant Education Initiative (BMEI) is one such effort. The primary goal of BMEI is to improve the education of

migrant children who travel between the U.S. and Mexico. To promote and support such efforts, the U.S. Department of Education and the Ministry of Education in Mexico signed a Memorandum of Understanding in 1990. The memorandum of Understanding outlines the following objectives:

▸ To reinforce knowledge about the history, culture, values, and national traditions of Mexican-origin students who live in the U.S., strengthening their identity and improving their education.

▸ To encourage ongoing communication between U.S. and Mexican teachers in order to share educational experiences that promotes the continuity of educational practices.

▸ To improve the educational services offered to the Mexican and Mexican-descent school population living in the U.S. through the Binational Teacher Exchange Program.

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2. Transfer Document Usage:

▸ Binational Report Card between the United States and Mexico

▸ Encompasses Grades 1-6 and 7-9

▸ You do not have to be a migrant student to use it.
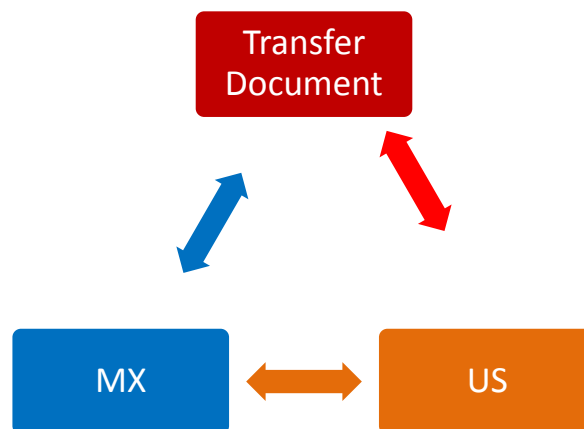
Instructions:

▸ When requested, ensure appropriate grade level is used
▸ Students do not have to be migrant to use this form
  Grades:
  ▸ Elementary Grades 1-6
  ▸ Junior High Grades 7-9

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Name order differences:		
Country:	Mexico	United States
First Last Name:	Aguirre	Aguirre
Second Last Name:	Sanchez	Not Used
First Name:	Juan	Juan
Middle Name:	Manuel	Manuel
Name:	Juan Manuel Aguirre Sanchez	Juan M. Aguirre

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INFORMACIÓN ACADÉMICA/ACADEMIC INFORMATION

GRADO / GRADE
PERIODO ESCOLAR / SCHOOL YEAR

PERIODO QUE REPORTA / REPORTING PERIOD — DEL / FROM, DÍA / DAY, MES / MONTH, AÑO / YEAR, AL DÍA / TO DAY, MES / MONTH, AÑO / YEAR

NOMBRE DE LA ESCUELA / NAME OF SCHOOL

DOMICILIO / ADDRESS — CIUDAD / CITY — MUNICIPIO / COUNTY

ESTADO / STATE — ZONA ESCOLAR / DISTRICT — CÓDIGO POSTAL / ZIP CODE

INFORMACIÓN DEL ESTUDIANTE/STUDENT INFORMATION

NOMBRE COMPLETO DEL ESTUDIANTE COMO SE UTILIZA EN MÉXICO / STUDENT'S NAME AS USED IN MEXICO

CLAVE ÚNICA DE REGISTRO DE POBLACIÓN (CURP)

FECHA DE NACIMIENTO (DÍA-MES-AÑO) / DATE OF BIRTH (DAY-MONTH-YEAR) — SEXO / SEX

NOMBRE DEL PADRE O TUTOR (APELLIDO-NOMBRE) / FATHER'S NAME/GUARDIAN (LAST-MIDDLE-FIRST)

NOMBRE DE LA MADRE O TUTORA (APELLIDO-NOMBRE) / MOTHER'S NAME/GUARDIAN (LAST-MIDDLE-FIRST)

PARA OBTENER INFORMACIÓN ADICIONAL DE EDUCACIÓN ESPECIAL O DE SALUD DEL ESTUDIANTE FAVOR DE COMUNICARSE CON: / FOR ADDITIONAL INFORMATION ON STUDENT'S SPECIAL EDUCATION OR HEALTH NEEDS CONTACT:

NOMBRE/NAME — TELÉFONO/TELEPHONE — INFORMACIÓN ADICIONAL/ADDITIONAL INFORMATION — SALUD / HEALTH — EDUCACIÓN ESPECIAL / SPECIAL EDUCATION

VALIDACIÓN/VALIDATION

SE RECOMIENDA SE TOME EN CUENTA LA OPINIÓN DEL TUTOR O PADRES DE FAMILIA Y LA DE LAS AUTORIDADES DE LA ESCUELA PARA DETERMINAR SI EL ALUMNO REQUIERE ATENCIÓN ESPECIAL

IT IS RECOMMENDED TO CONSIDER GUARDIAN OR PARENTS AND SCHOOL STAFF OPINION IN ORDER TO DECIDE IF THE STUDENT NEEDS SPECIAL ATTENTION

NOMBRE Y FIRMA DEL DIRECTOR / PRINCIPAL'S NAME AND SIGNATURE

SE SANCIONARÁ A QUIÉN CON DOLO O FINES LUCRATIVOS REPRODUZCA TOTAL O PARCIALMENTE ESTE FORMATO / ANYONE WHO REPRODUCES PARTIALLY OR TOTALLY THIS DOCUMENT FOR ANY BUSINESS PURPOSE WILL BE PROSECUTED


Academic Information
Use the most current information at the moment the student enrolls or withdraws from school.

Student Information
- Request surnames from both parents.
- C.U.R.P. is an ID marker in Mexico

Validation
School Principal or credentials specialist. Leave the original with parents and retain a copy for your records.

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3. Printing Instructions:

How to Print a Transfer Document

1. Open a 'Transfer Migrant Student' pdf. Click on the Print option for the particular record on the 'Migrant Program Status List' in the application 'Migrant Students'.
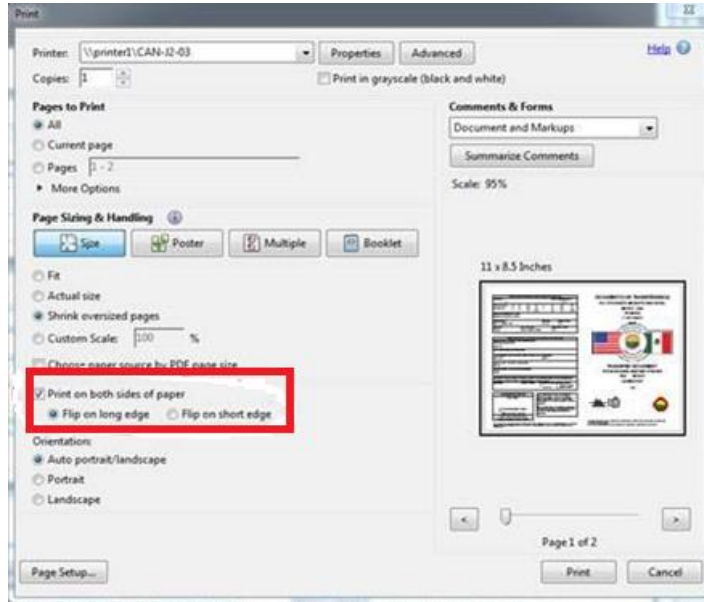2. The desired PDF should open.
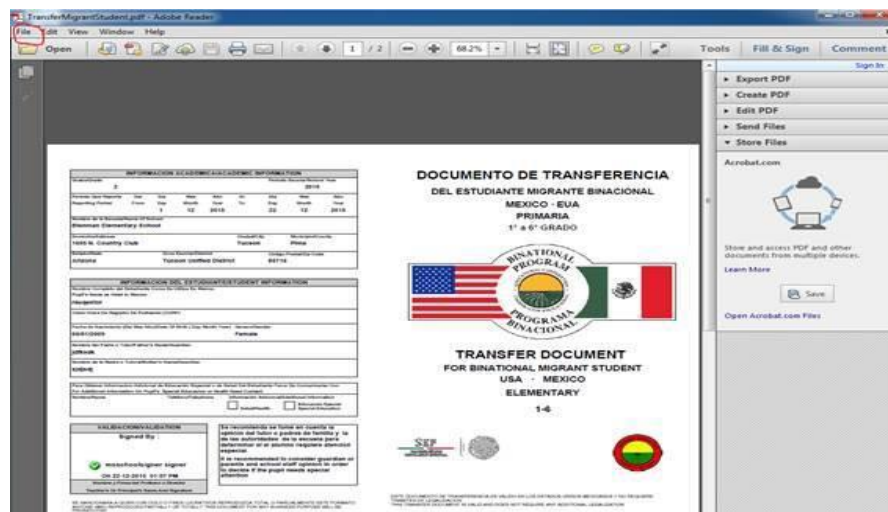
3. Click File and Scroll down to select 'Print'.
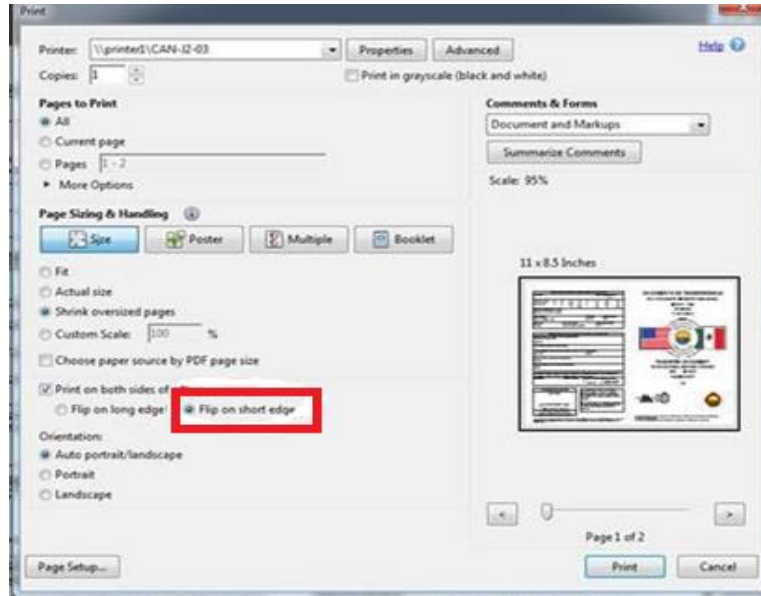
4. (NOTE: some printers have varying default settings) Under printing settings, select 'flip on long edge' and single page printing

5. Uncheck the 'flip on long edge' option and check the 'flip on short edge' then click on the Print button.

5. Frequently Asked Questions

When in doubt, please contact the Arizona Department of Education's Migrant Education Program.

Binational MEP
- **What is a Transfer Document?**
  The Transfer document is an official document that LEAs may use to document the academic progress of their student
- **Who is authorized to sign the Transfer Document?**
  The LEA may designate an authority to sign these documents, typically a school principal or records clerk
- **Does a student have to be Migrant in order to use the Transfer Document?**
  No, the transfer document facilitates the records exchange between students who move between the United States and Mexico regardless if they are migratory
- **Is use of the Transfer Document mandatory?**
  The Arizona MEP strongly encourages the use of the Transfer document, but LEAs are able to use other transfer materials to their discretion